

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Management Advisory Services Auditor

Announcement Number: IG-05-07

Opening Date: November 4, 2005

Location: Washington, DC

Closing Date: December 9, 2005

Salary: \$58,946 - \$75,128* (HS-08 to HS-10)

*Commensurate with qualifications and experience

Position has promotion potential up to an HS-12 (\$96,584)

Area of Consideration: All Sources

FLSA Category: Exempt

Job Summary: Incumbent serves as a Management Advisory Auditor responsible for assisting the Director, Management Advisory Services, in the management and direction of all in-house and contract reviews in evaluating, streamlining, and improving the U.S. House of Representatives (House) practices and in providing best practices guidance during House system development activities. Experience with Peoplesoft (or similar Enterprise Resource Planning package), TeamMate, business process improvement methodologies, and/or system development life cycle projects is preferred.

Major Duties:

- 1) Performs work within the assigned advisory area by evaluating identified areas, executing planned advisory approach, identifying areas for improvement, and making recommendations for corrective action.
- 2) Performs management advisory services to (i) evaluate the effectiveness of system development and project management practices using systems development best practices, (ii) identify and recommend business process improvements by applying lean management principles, six-sigma concepts and other process improvement methodologies, and (iii) advise management on meeting its objectives using a risk-based approach.
- 3) Assists in the development of the advisory programs, assignment of resources, completion of field work, and preparation of draft reports.
- 4) Works independently with minimum supervision.
- 5) Simultaneously participates in more than one project effectively.
- 6) Performs risk assessments of House activities, prioritizes the results, and writes briefing documents for annual planning purposes.

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Major Duties (continued):

- 7) Assists in proposing short and long-range management advisory plans and priorities for the OIG, initiates actions to improve review coverage, quality, effectiveness, and the usefulness of advisory reports.
- 8) Assists in developing task orders, evaluating proposal bids, and managing contractor staff.

Requirements: Experience and knowledge of reviewing/auditing internal controls, management techniques, business process improvement methodologies, and supporting system development life cycle activities. Must have skill in (i) establishing and maintaining effective working relationships with high ranking officials, and (ii) effective oral and written communications. Additionally, must have a minimum of 24 semester hours of accounting (may include up to 6 semester hours in business law). The auditor will make formal and informal presentations regarding the nature of the audit work to auditee management and other interested personnel.

Work Environment and Physical Demands: The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Supervisory Controls: Incumbent reports to an Assistant Director, Management Advisory Services.

Additional Requirements: Must be eligible for a Secret Security Clearance.

SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)¹
Room 385
Washington, DC 20515-9990

Point of Contact: Susan Kozubski or Matthew Reddell, (202) 226-1250

DO NOT MAIL resumes. Mail external to the U.S. House of Representatives is seriously delayed due to security screening.

¹ Across from the Federal Center SW Metro Station (Blue & Orange Lines)